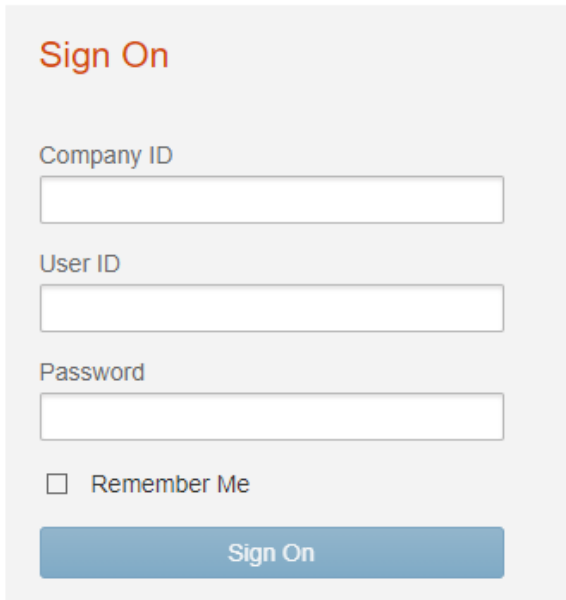UNIVERSITY OF
NORTHERN COLORADO

P-Card Reconciliation

You will need:

- Access to Wells Fargo Commercial Electronic Office online
- Receipts for all purchases
- FOAP information for purchases

Steps:

1) Go to the Wells CEO webpage: CEO Home (feel free to bookmark this!)
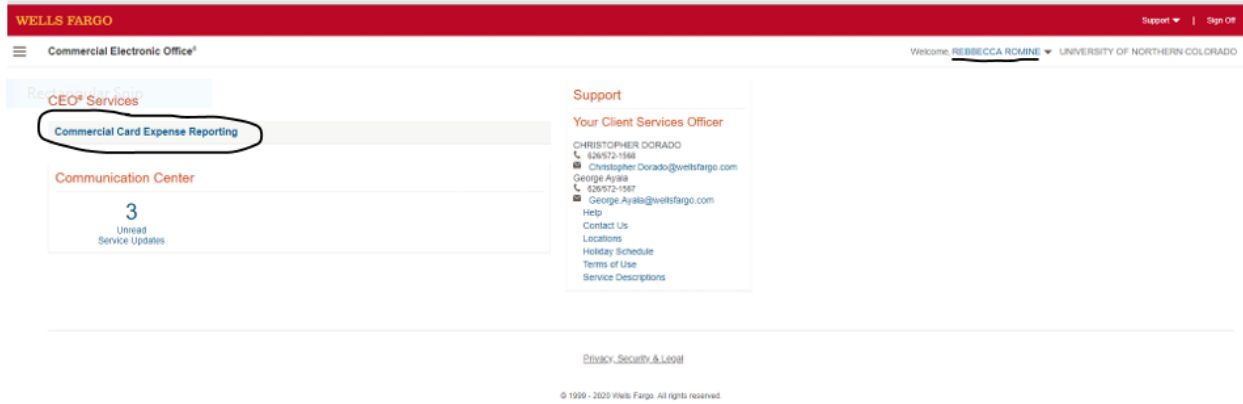
2) Sign in with your information on this screen.

Sign On

Company ID

User ID

Password

☐ Remember Me

Sign On
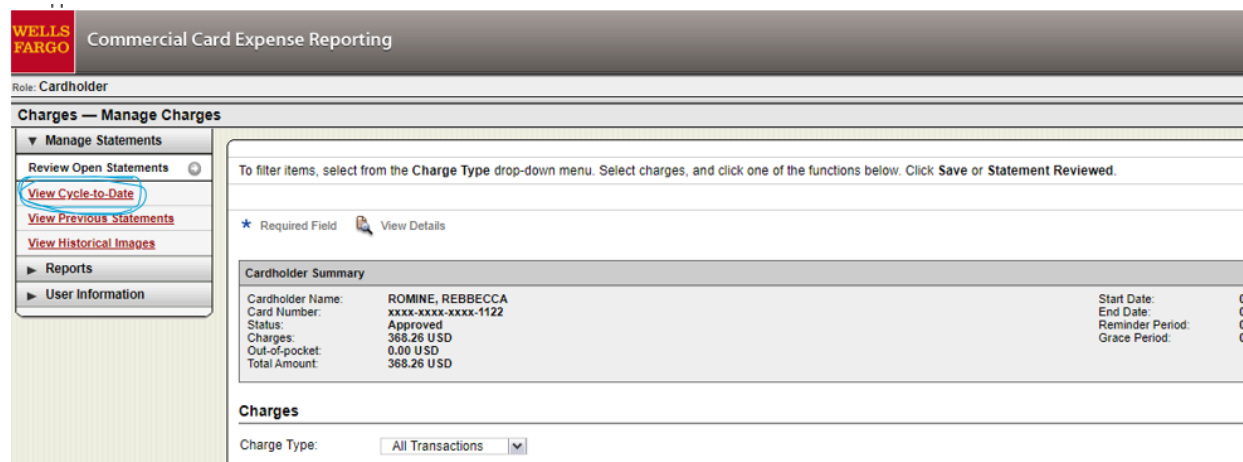
(If you don't know what the sign-in information is, email Morgan Gray: Morgan.Gray@unco.edu)

3) Click on the blue link "Commercial Card Expense Reporting" circled on this photo in black. (It's a deceiving little thing that doesn't look like a link, but it's a link.) Your Communication Center may have more or fewer messages, depending on if you check it frequently and how often you use your PCard.

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4) There could be a bunch of transactions listed on this page, but they may not be the ones you need to work on for this month. Click on "**View Cycle-to-Date**" near the upper left of the screen to view the correct transactions.

5) You should see your list of current-cycle transactions. You can add receipts on this page (see the blue circles for the "add receipt" icon), or you can choose to wait until you are on the screen to reclassify. If you choose to add receipts here, you will need to press save at the bottom of the page before moving on.

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6) At the bottom of this page, you will see several buttons. (If you added receipts on this page, remember to press **save**.) Click on "**Reclassify**" to move on.

7) This is the screen where you'll do the most work.

   A)   **Add receipts** via the green plus sign under "Receipt Image", if you didn't on the previous screen. (**NOTE: DO NOT CLICK "RECEIPT SUBMITTED."**)

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B) **Add a description** for each purchase made with the department you are purchasing for. Remember to be specific! Don't just say "Office supplies" – say "Pens, sticky notes, and index cards" if that's what you purchased.

C) **Reclassify the fund, org, account, and program as necessary**. MOST of the time, you will only have to reallocate the **account** code. However, if you are paying from a grant or other fund, you will need to change some of the other numbers. If you don't have the FOAP information, please ask Pam for the correct info.

D) Once you are done with all your transactions, remember to press "**Save**" at the bottom of the screen. **DO NOT PRESS "STATEMENT REVIEWED."**

E) For things like course catalogs, posters, brochures, etc. use the FOAP 72155- Printing External Source. For a list of commonly used codes, visit: https://www.unco.edu/general-accounting/pdf/banner_expense_codes.pdf